



CITY OF REDMOND
Development Services Center
15670 NE 85th Street
Redmond, WA 98052
(425) 556-2473
www.redmond.gov

FOR STAFF USE ONLY

DEV _____ Date: _____/_____/_____
PRJ _____ App expires: _____/_____/_____
S _____ Accepted by: _____
Type: _____ Payment method: _____

SIGN PERMIT APPLICATION

SITE LOCATION

Site Address: _____ Tax Parcel Number: _____
Project Name/Tenant: _____ *Value of Construction: \$ _____
Location/Plat name/Lot number: _____
Property Owner: _____ Phone: (_____) _____ - _____
Mailing Address: _____ City: _____ Zip: _____

DETAILED DESCRIPTION OF WORK

Type of sign: ☐ Wall ☐ Monument / Free Standing Is sign illuminated: ☐ Yes ☐ No

Sign dimensions: Width _____ Height _____ Square Feet _____ Sign weight: _____

Exact wording of sign: _____

Description of work: _____

APPLICANT/CONTACT PERSON

Name: _____ Phone: (_____) _____ - _____
Mailing Address: _____ City: _____ Zip: _____
E-Mail Address: _____ Fax: (_____) _____ - _____

CONTRACTOR INFORMATION

Company Name: _____
Mailing Address: _____ City: _____ Zip: _____
Phone: (_____) _____ - _____ Fax: (_____) _____ - _____
State Contractor's License #: _____ Expiration Date: _____/_____/_____
Redmond Business License #: RED _____

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____

Signature: _____

SIGN PERMIT CHECKLIST

A Sign Review Permit application packet shall include the following

- ☐ Show elevation drawings of any existing sign and proposed sign including dimensions, copy materials, building facade and dimensions for building mounted sign. For wall signs, indicate façade width, façade height and 15% of façade on the plans. One set of photos of the building elevations are required.
 - **Three copies are required and shall specify sign materials and material grades.**
 - One set must be in color.**
- ☐ A site plan is required for a monument/freestanding sign showing any existing signs and the proposed sign. All setbacks, right-of-way, easements and utilities shall be identified on the site plan. Include linear feet of property frontage, sign setback from property lines and building square forage.
 - **Three copies are required and shall specify sign materials and material grades.**
- ☐ Foundation and structural details shall be included on the drawings for all monument/freestanding signs; show all structural components of the foundation and sign itself (cross section and size included)❶.
- ☐ Methods for fastening building mounted signs shall be provided; cross section shall show size, spacing, number and type of fasteners (bolts, screws, lags, etc.)❶.

❶ Engineering may be required, two copies must be submitted.

For further information, please contact the Development Services Center at 425-556-2473.

***Value of Construction** – The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the work.